

# **KANSAS CITY, MISSOURI EMERGENCY OPERATIONS PLAN**

## **Annex J: Evacuation and Transportation**

**September 2014**

Primary (lead) Departments:	Fire Dept. Police Dept.
Secondary (support) Departments:	City Communications Emergency Management EMS Medical Director Health Department Parks and Recreation Public Works Water Services Other City Departments as Required
Secondary (support) External Agencies:	MoDOT MSHP KCATA VTOD American Red Cross Other Private Organizations Mutual Aid

## **I. PURPOSE STATEMENT**

This Annex is supplemental to the Kansas City Local Emergency Operations Plan (LEOP) Base Plan. The purpose of this Annex is to assure that the City can preserve life, health and safety through the implementation of quick and efficient evacuation operations. This Annex establishes broad policies to guide local emergency personnel when making the decision to conduct an evacuation, and general procedures to guide the evacuation operations.

## **II. LEGAL AUTHORITIES AND REFERENCES**

- A. Revised Statutes of Missouri, Chapter 44.
- B. City of Kansas City, Missouri, Code of Ordinances, Chapter 2, Article III, Section 2-85.
- C. City of Kansas City, Missouri, Code of Ordinances, Chapter 2, Article I, Section 2-6
- D. Kansas City Regional Evacuation Plan, Mid-America Regional Council (to be adopted)

## **III. PLANNING ASSUMPTIONS**

This plan is based on the following assumptions:

- A. Kansas City, Missouri (KCMO) has identified a number of hazards that could necessitate evacuation of portions of the city. Nearly all of the incidents will happen with limited or no warning. This annex is written to address primarily a no-notice evacuation but can be adapted to an incident with prior notice (ex. slow rising flood).
- B. It is highly improbable that an incident in the KCMO area would necessitate the evacuation of most or all of the city.
- C. Evacuations may occur due to a number of different scenarios.
  - . Reasons for evacuation include (but are not limited to):
    - Flood (flash, slow rising, dam failure)
    - Hazardous Material Release (fixed site; chemical plant, pipeline, etc.)
    - Known terrorist threat
    - Dirty bomb
    - Hazardous Material Spill (chemical or radiological)
    - Post catastrophic tornado/high wind storm (major damage, area inhabitable)
    - Uncontrolled large scale fires
    - Wildland fire
- D. Kansas City has no *mandatory* evacuation law for the citizens<sup>1</sup>. Therefore, the City may issue an evacuation, but citizens' compliance is voluntary.
- E. Most citizens will evacuate using their own vehicles. People without private transportation will rely on a variety of alternatives including: riding with friends, neighbors or family; riding a Kansas City Area Transit Authority (KCATA) bus; and as a last resort, walking.
- F. It is recognized that there is a portion of the KCMO population that will require additional assistance and transportation for a variety of reasons. KCMO, partnering with the private sector, will endeavor to provide transportation for those with functional and access needs that cannot provide their own transportation.
- G. The Pets Evacuation and Transportation Standards Act of 2006 mandates consideration of household pets in evacuation and sheltering plans. See Annex Q – Emergency Pet Services Plan for more information on evacuating household pets. Service animals should, to the best the situation allows, be kept with their owners during both transport and sheltering.
- H. Passenger rail and river watercraft have very small capacities in Kansas City, and generally set up to handle cargo traffic. For that reason neither rail nor river watercraft are considered in this Annex.
- I. The Charles Wheeler and Kansas City International Airports may be used to support medical evacuation (Medevac) operations, but these facilities will mainly serve as reception areas for evacuees from other areas (hurricane evacuees from other states or New Madrid Earthquake evacuees from Eastern Missouri). (**See Annex L – Mass Care and Sheltering for additional information.**)
- J. Primary evacuation routes may be congested and the flow of traffic will be slow. Damaged infrastructure, traffic impediments (ex. accidents), and situations of increased

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<sup>1</sup> The Mayor has the authority granted by the code of ordinances to order the evacuation during a State of Emergency subject to a \$500 fine and/or imprisonment of up to six months (per Article I, Section 2-6).

traffic volume (i.e. “rush” hour, mass assembly events, etc.) will result in less than optimal conditions for traffic movement. This will increase the time required to conduct an evacuation.

- K. Schools, medical institutions, and congregate care facilities will undertake evacuations utilizing their own (i.e. non-City) resources. The City encourages such facilities to have basic plans in place for the care and evacuation of their residents. While KCMO will endeavor to assist these facilities with its limited resources, they must not rely *exclusively* on KCMO. KCMO, however, should be prepared for these facilities to request assistance if needed.
- L. All evacuations will be conducted in accordance with this plan, and will be managed in a manner that conforms to the National Incident Management System (NIMS).

#### **IV. EVACUATION LEVELS**

This plan addresses the following evacuation levels:

##### **A. Shelter in Place – *An Evacuation Alternative***

The term “shelter in place” means the act of sealing off a room or building in order to isolate the occupants from an external threat, and staying inside until the threat has abated. Shelter-in-place operations are the standard initial response to a tornado warning or in response to an airborne chemical or hazardous material spill. It is usually for a short period of time, and may not necessarily require the implementation of this Annex. See also **Hazard Specific Response Plan 3 – Severe Thunderstorm/Tornado**.

##### **B. Minor/Routine Evacuation Operations**

The term “minor/routine” evacuation means an evacuation involving less than 1,000 persons for less than eight (8) hours. Such evacuations are usually ordered by police or fire personnel in response to a fire, hazardous materials incident, a flash flood, or police operation. A minor/routine evacuation affects a limited geographic area and a small to moderate number of people. The operations are concluded quickly, so sheltering becomes an issue only during periods of severe or inclement weather. Such operations do not require the activation of this Annex.

##### **C. Major Evacuation Operations**

The term “major evacuation” means an evacuation of more than 1,000 persons for more than eight (8) hours. Major evacuation operations are ordered in response to a major disaster (or threat of disaster). The cause of the evacuation may evolve rapidly, as with a major hazardous material spill, or develop more slowly, as with a flood. It is presumed that any major evacuation will include significant emergency sheltering operations, and may include a Declaration of a State of Emergency. This Annex will be activated for major evacuation operations.

##### **D. Catastrophic Evacuation Operations**

The term “catastrophic” means an evacuation of most or the entire city to points of safety outside the metropolitan area. In analyzing the hazard matrix (See Base Plan), it is

unlikely that any scenario would require catastrophic evacuation procedures. To incorporate an all hazards approach and plan for all contingencies, this plan includes a framework for a catastrophic evacuation in the unlikely event it may occur.

In addition, KCMO has been designated as a reception site for a New Madrid Seismic Zone incident or a gulf coast hurricane, but it could become a reception site for other national disasters. Portions of catastrophic evacuations can be incorporated into response efforts in these situations.

E. Regional Evacuation Operations

KCMO participates and assists surrounding jurisdictions within the region serving as a supporting or host jurisdiction as defined in the Mid-America Regional Council (MARC) Metropolitan Emergency Management Committee (MEMC) Kansas City Regional Evacuation Plan.

## **V. EVACUATION RESPONSIBILITIES BY DEPARTMENT OR AGENCY**

Departments within the City of Kansas City and external agencies will fulfill the following responsibilities with regard to evacuation operations):

A. City Communications

The City Communications office will provide a representative in the EOC when required (see below) to provide emergency public information concerning evacuation operations.

B. City Manager

During an emergency, the City Manager (or his designee) retains authority and responsibilities normally associated with his position; may serve as the chair of the Unified Command Team; and participates in the planning and monitoring of the evacuation.

C. Emergency Management Director (EMD)

The director of the Office of Emergency Management (or designee) activates the EOC and coordinates EOC operations; implements the Local Emergency Operations Plan (LEOP); coordinates emergency public information with City Communications or the designated PIO; and may serve as the chairman of the Unified Command Team. The EMD participates in the planning and monitoring of the evacuation along with KCPD, KCFD, and other city departments (Section 2-85 of the KCMO Code of Ordinances).

D. EMS Medical Director

The EMS Medical Director is the primary source of day-to-day medical direction and clinical oversight of all aspects of the pre-hospital emergency medical services system. The EMS Medical Director coordinates pre-hospital emergency medical services for evacuees in conjunction with the KCHD and KCFD.

E. Fire Department (KCFD)

The Fire Department provides representatives to the EOC to coordinate fire/rescue services, emergency medical services, and public warning in the field during evacuation operations. KCFD personnel may serve as the Incident Commander. A KCFD representative serves as a member of the UMT. KCFD provides emergency medical

services, transports sick and injured persons to hospitals, and will provide emergency medical services for evacuees and other related duties.

KCFD assists with public warning and evacuation operations, implements regional mass casualty plans, and activates EMS mutual aid.

F. Health Department (KCHD)

The Health Department provides representatives to the EOC to coordinate health and medical services in the field during evacuation operations. HD personnel may serve as the Incident Commander. A KCHD representative serves as a member of the UMT.

G. Information Technology Department (ITD)

The IT Department will provide a representative to the EOC to assist with GIS mapping and providing voice and data systems to support EOC operations.

H. Mayor

The mayor (or his designee) is the principal political and legal authority of the City; authorized to approve a Declaration of a State of Emergency (See Annex A – Direction and Control). Under Section 2-6 of the KCMO Code of Ordinances, the Mayor may order an evacuation under the Declaration of a State of Emergency.

I. Parks and Recreation

The Parks and Recreation Department will provide a representative to the EOC to serve as part of the “infrastructure team”. Parks and Recreation provides barricades to assist with the movement of traffic. Parks and Recreation is also responsible for managing the city’s community centers, which may be used as shelters by the American Red Cross.

J. Public Works Department (PW)

The Public Works Department will provide a representative to the EOC to serve as part of the “infrastructure team”. PW provides barricades to assist with the movement of traffic; may provide vehicles/drivers to assist with stranded motorists.

K. Water Services (WS)

The Water Services Department will provide a representative to the EOC to serve as part of the “infrastructure team”. WS also provides barricades to assist with the movement of traffic; may provide vehicles/drivers to assist with stranded motorists.

L. Other City Departments

Any other City department may be directed to provide personnel or other resources to assist with evacuation and shelter operations at the direction of the City Manager and/or EOC.

M. Police Department (KCPD)

The Police Department provides representatives to the EOC to coordinate law enforcement services and public warning in the field during evacuation operations. The KCPD may serve as the Incident Commander. A KCPD representative serves as a member of the UMT. The primary role in evacuations for the KCPD is controlling traffic flow (via the Traffic Division) and providing security for the affected area (via the tactical response teams under the Special Operations Division – SOD). KCPD will conduct operations in accordance with their Critical Incident Management Plan.

N. KC Scout

KC Scout is Kansas City's bi-state traffic management system. The Kansas and Missouri departments of transportation (KDOT and MoDOT) designed KC Scout to lessen traffic issues and improve emergency response to traffic situations. KC Scout can provide assistance to MoDOT and KCPD with traffic control particularly on the freeways.

O. Missouri Department of Transportation (MoDOT)

MoDOT assists with the movement of traffic and the provision of emergency public information through the KC SCOUT system.

P. American Red Cross (ARC)

The American Red Cross may provide a representative in the EOC, and is responsible for the establishment and operation of shelters in support of evacuation operations. See **Annex L - Mass Care and Sheltering** for more details.

Q. Kansas City Area Transit Authority (KCATA)

The Kansas City Area Transit Authority may provide a representative in the EOC (or remain in contact via phone or other communication means), and is responsible for providing bus services (at the request of the EOC) if resources are available to transport people to designated Evacuation Assembly Points and/or Red Cross shelters. Each of the KCATA buses has some capacity to transport functional and access needs individuals.

R. School Transportation Companies (busses)

The school transportation companies may, at the request of the EOC, provide school buses and drivers to assist with the transportation of evacuees.

S. Veolia Transportation on Demand (VTOD)

The VTOD provides paratransit services to the public under contract to the KCATA. VTOD is the primary provider of transportation for persons with mobility issues during major and catastrophic evacuation operations.

## **VI. CONCEPT OF OPERATIONS**

Procedures are organized into four levels of operations.

**A. Shelter in Place (An Evacuation Alternative)**

The term "shelter in place" means the act of sheltering at one's location, protecting oneself as best as possible, and staying inside until the threat has passed.

There are two types of sheltering: sheltering low and sheltering high. Sheltering low means to shelter in a small interior room on the lowest floor of the building possible. Sheltering low is most used in response to a tornado or other high wind situation. Sheltering high means to get to the highest floor on a building also in an interior room and seal off from the outside as efficiently as possible (covering windows with plastic, turning off HVAC units, etc.). Typically this action is taken in response to a chemical or hazardous material spill.

For the purposes of this document and to avoid confusion, this document will reference and describe the procedures for sheltering in place for non-tornado/high winds incidents. Please refer to **Annex F – Fire, Rescue, EMS, & Hazmat** and **Hazard Specific**

**Response Plan 3 – Thunderstorms/Tornados** for the sheltering in place procedures during these types of incidents.

1. Decision Making and Command

In cases of hazardous material release or spill, or radiological contamination, the decision to conduct shelter in place operations and operational command are the responsibility of the field IC. Activation of the EOC is at the discretion of those authorized to activate (see **Annex A – Direction and Control**), but is generally not done if the operation is small or of short duration.

Shelter in place operations should be considered when the following conditions exist:

- a. The outside environment is (or is likely to be) significantly more toxic than the environment inside a building.
- b. The threat is temporary, such that the environment inside a sealed building is sufficient to sustain life until the outside threat has passed.

2. Scope (Size and Duration)

For shelter in place response due to non-tornado incidents, the field IC will determine the scope of the shelter in place area based on the nature of the threat.

3. Public Warning and Information

- a. The most expedient means to warn the public should be used taking into consideration the whole community and insuring that multiple methods are used. This will also insure that those with functional and access needs may have access to the warning (see **Annex C - Public Information and Warning**). The lead agency in the incident should work with City Communication to ensure all public information methods possible are being used and that a consistent message is released.

- b. Shelter in Place

For shelter in place operations, it is recommended that the following information be included in any public warning statements utilizing multiple methods to disseminate the information:

- The reason for the shelter in place order.
- The geographic area(s) affected.
- The degree of urgency required (i.e. immediate!).
- Stay inside until they receive the “all clear” message.
- Specific protective measures:
  - Immediately move people and pets indoors.
  - Close and lock all exterior doors and windows.
  - Turn off heat or air conditioning systems, and close chimney flumes.
  - Gather their disaster supply kit (if available), radio, telephone, etc.
  - Move to a small interior most room on the lowest possible level.
  - Monitor emergency broadcasts for additional instructions.



## 6. Traffic Movement and Control

KCPD Traffic and SOD will utilize procedures outlined in their standard operating procedures to prevent pedestrians and vehicles from entering the designated danger area in accordance with the established KCPD Critical Incident Management Plan.

## 7. Security

At the request of the lead agency, IC, or UMT, the KCPD will provide perimeter security as outlined in their Critical Incident Management Plan. Per policy regarding officer safety, KCPD officers will not enter any area that requires personal protective equipment (PPE). The KCPD will coordinate and regulate pedestrian and vehicular traffic entering the area.

## 8. Incident Termination

The lead agency, field IC, or UMT will determine when shelter in place operations may be terminated based on the advice of KCFD Hazmat Division personnel or other technical experts. The IC or UMT will coordinate with the designated PIO and/or the City Communications Officer to ensure that those individuals, including those with functional and access needs, are notified of the termination of shelter in place operations (see **Annex C – Public Information and Warning** for details).

### B. Minor/Routine Evacuation Operations [Less than 1,000 people]

#### 1. Decision Making and Command

The decision to conduct minor/routine evacuations and operational command are the responsibility of the field IC (typically the senior KCFD or KCPD officer). Minor/routine evacuations are common, and generally conducted in support of fire or police operations, such as structure fires, minor hazardous materials incidents, and minor threats from explosion, minor flooding, or police tactical operations. The EOC may not be activated.

#### 2. Scope (Size and Duration)

The field IC will determine the scope of minor/routine evacuation operations based on the nature of the threat but of sufficient size and duration to prevent public injury.

#### 3. Public Warning and Information

- a. The most expedient means to warn the public should be used taking into consideration the whole community and insuring that multiple methods are used. This will also insure that those with functional and access needs may have access to the warning (see **Annex C - Public Information and Warning**). The lead agency in the incident should work with City Communication to ensure all public information methods possible are being used and that a consistent message is released.
- b. KCFD will maintain a log at incident command documenting all persons within the affected area that have been contacted including information as to when the persons were contacted and by whom.
- c. Core Information

For minor/routine evacuation operations, it is recommended that at a minimum, the following information be included in any public warning statements, regardless of the method used to disseminate the information:

- The reason for the evacuation.
- The geographic area(s) to be evacuated.
- When they must leave. Specifically, the level of urgency required, and whether they have time to take action to protect their property before leaving.
- Routes to be used for the evacuation, and the general direction of travel recommended (if known).
- Where to obtain transportation (if applicable).
- Where to go for shelter (if applicable).
- Specific protective measures:
  - Turn off all appliances.
  - Close and lock all exterior doors and windows before leaving.
  - Bring your personal identification and your disaster supply kit (if available), radio, cell phone, etc.
  - Leave as quickly as possible to a point of safety (to be specifically identified).
  - Monitor emergency broadcasts for additional instructions.
  - Other information as appropriate.

#### 4. Public Transportation

The field IC will determine whether public transportation is required and the amount of persons (including functional and access needs individuals) and pets in need of transport. Under such circumstances the field IC may request these resources directly from the KCATA in accordance with normal field procedures. If those resources are insufficient, the field IC should utilize the procedures outlined under C. Major Evacuation below.

#### 5. Evacuation Assembly Sites (EAS)

EAS are not normally utilized for minor/routine evacuations, but can be if the situation is warranted. See the procedures outlined under C. Major Evacuation below.

#### 6. Traffic Movement and Control

KCPD Traffic and SOD will utilize procedures outlined in their standard operating procedures to prevent pedestrians and vehicles from entering the designated danger area in accordance with the established KCPD Critical Incident Management Plan.

KC Scout may be utilized to assist with traffic flow on the interstate system. See section C. Major Evacuation Operations below.

#### 7. Security and Re-entry

At the request of the lead agency, IC, or UMT, KCPD will provide perimeter security as outlined in their Critical Incident Management Plan. Per policy regarding officer safety, KCPD officers will not enter any area that requires personal protective equipment (PPE). The KCPD will coordinate and regulate pedestrian and vehicular traffic to re-enter the area once the incident is terminated and the authorization for re-entry has been given.

#### 8. Reunification

The American Red Cross maintains an internet site called “Safe and Well” (<https://safeandwell.communityos.org>) for locating persons in a Red Cross shelter. Any persons transported to hospitals by EMS are tracked via a patient tracking system until released from the hospital.

#### 9. Incident Termination

The field IC will determine when minor evacuation operations may be terminated based on operational circumstances.

### C. Major Evacuation Operations [Greater than 1,000 people for at least 8 hours]

#### 1. Decision Making and Command

The decision to conduct a major evacuation may be made by the field IC (under exigent conditions), or the Emergency Management Director/Unified Management Team (EMD/UMT) when threatening conditions develop more slowly (such as an impending flood).

- a. The EMD or designee will activate the Emergency Operations Center (EOC) as soon as practical, including representatives from KCFD, KCPD, City Communications, KCATA, and the American Red Cross as well as any other agencies necessary.
- b. The EMD or designee will activate the UMT as soon as practical. Once the UMT is functioning, the City Manager or EMD will serve as the chair of the UMT. (See Annex A – Direction and Control)
- c. The incident will be organized and managed in accordance with the National Incident Management System. If needed the EMD/UMT may coordinate with the Logistics Section to acquire resources for the evacuation transportation operations.
- d. The EMD/UMT will determine if additional transportation is needed and make contact with the KCATA to request those additional resources.
- e. The EMD/UMT will determine if VTOD Paratransit resources are needed to assist in evacuating those functional and access needs persons without their own transportation means and contact the VTOD.
- f. The EMD/UMT will determine if the need exists to activate school busses and other means of transportation and make arrangements to obtain those resources.
- g. The EMD/UMT will remain apprised of mutual aid requests made by City departments.
- h. The EMD/UMT will determine the need to activate regional plans and resources to assist with evacuation procedures.

- i. The EMD/UMT will recommend to the City Manager whether a State of Emergency should be declared by the Mayor or the Mayor's designee. Refer to Annex A – Direction and Control for declaration procedures.
- j. The State Emergency Operations Center and other local emergency management agencies will be notified of the major evacuation (and declaration) as soon as practical.

## 2. Scope (Size and Duration)

The scope of a major evacuation may initially be determined by the field IC. Once the EOC is activated, however, the EMD/UMT may choose to expand or reduce the evacuation area based on reports from the field IC and other technical experts. In any event, the scope of the major evacuation will be of sufficient size and duration to prevent public injury.

## 3. Public Warning and Information

The most expedient means to warn the public should be used taking into consideration the whole community and insuring that multiple methods are used. This will also insure that those with functional and access needs may have access to the warning (see **Annex C - Public Information and Warning**). The lead agency in the incident should work with City Communication to ensure all public information methods possible are being used and that a consistent message is released. At the direction of the UMT, the City Communications Director, EMD or other authorized City official will announce the evacuation order and will disseminate instructions, including at a minimum:

- The geographic area(s) to be evacuated.
- When they must leave. Specifically, the level of urgency and whether they have time to take action to protect their property before leaving.
- Routes to be used for the evacuation, and the general direction of travel recommended (if known – typically for a threat due to a point source).
- Where to obtain transportation (for people without their own transportation).
- Where to go for shelter (if applicable).
- Specific protective measures:
  - Turn off all appliances.
  - Close and lock all exterior doors and windows before leaving.
  - Bring your personal identification and your disaster supply kit (if available), radio, cell phone, etc.
  - Leave as quickly as possible to a point of safety (to be specifically identified).
  - Carefully monitor emergency broadcasts for additional instructions.
  - Other information as appropriate.

KCFD will maintain a log at incident command documenting all persons within the affected area that have been contacted including information as to when the persons were contacted and by whom.

## 4. Public Transportation

The City will endeavor to provide public transportation to people who lack their own means to evacuate, whenever a major or catastrophic evacuation is ordered. Such services, however, are highly dependent on the availability of resources.

This section describes the primary and secondary resources available for the transportation of the general public and physically challenged, and how to access those resources.

a. Kansas City Area Transit Authority (KCATA)

The KCATA is a quasi-governmental agency that provides public transportation services (i.e. buses) in the Greater Kansas City area. It operates a large number of buses and has an extensive route structure. KCATA has agreed to assist the City with transportation services during a major or catastrophic evacuation.

- Activating KCATA Resources

The EMD, or the IC/UMT, or may activate KCATA resources in accordance with this plan. To activate, call the KCATA Shift Supervisor in the Dispatch Office (see Attachment B for contact information), identify yourself by both name and position, and inform them that you are “Activating the City Evacuation Plan.” Working with the Shift Supervisor, the EMD, or the IC/UMT, will determine the number of resources that KCATA will provide. Those resources (buses and operators) shall be documented according to agreement between KCATA and the Office of Emergency Management.

- Resources Available

Most KCATA buses run between the hours of 5 a.m. and 1 a.m. with peak service between 7 a.m. and 7 p.m. Evacuation Operations conducted during those hours are more likely to begin quickly<sup>2</sup>. Evacuation Operations during off hours will be delayed as the KCATA assembles buses and drivers.

b. First Student Inc. Buses (Secondary – General Population)

- Background

The KCMO School District, as well as other school districts in the metropolitan area contract with First Student Inc to transport school children. The City acknowledges that First Student’s primary responsibility is the welfare of the school children. Thus, First Student’s buses may be unavailable or delayed during normal school days. In any event, the City has affirmed that no evacuation operation will interfere with the service provided to the students.

- Activating First Student Buses

Only the EMD, the UMT, or the Logistics Section may activate First Student resources in accordance with this plan. To activate, call the main office (see Attachment B for contact information), identify

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<sup>2</sup> Regular peak vehicle deployment is 142 large, 56 medium, and 28 small buses.

yourself by both name and position, and inform them that you are “Activating the City Evacuation Plan.” Working with the Location Manager or the Assistant Location Manager, the EMD, UMT, or the Logistics Section will determine the number of resources that First Student will provide. Those resources (buses and operators) shall be documented according to agreement between First Student, Inc. and the Office of Emergency Management.

- Resources Available

Most of First Student local buses run at two different times during the school day. The times are between 6 a.m. and 9:30 a.m. and between 2 p.m. and 5:30 p.m. During summer school buses operate on a half day schedule and only utilize half of the normal fleet deployment<sup>3</sup>. Evacuations operations utilizing First Student resources during off hours will be delayed as buses and drivers are mobilized. First Student resources include:

- Fleet – 189 buses and 220 operators
- Large buses (71 person capacity) – 21 buses
- Medium buses (65 person capacity) – 86 buses
- Small buses (12 person capacity) – 6 buses

- c. Veolia Transportation on Demand (VTOD) – Paratransit (Primary Physically Challenged People)

- Background

Under an agreement with KCATA, the VTOD provides transportation to people who need door-to-door transportation because a physical condition prevents them from driving or using a routine bus. The VTOD utilizes small buses and vans with raised roofs, wheelchair lifts and restraint systems, and seating for companions.

- Activating VTOD Paratransit Resources

Only the EMD, the UMT, or the Logistics Section Chief may activate VTOD resources in accordance with this plan. To activate VTOD resources, call the VTOD manager voice system (See Attachment B for contact information). Leave a message identifying yourself by both name and position, call back number, and inform them that you are “Activating the City Evacuation Plan”. Working with the VTOD Manager, the EMD, UMT, or Logistics Section will provide the estimated number to be transported and coordinate available resources.

- Resource Description

VTOD paratransit services are available 24 hours a day, with peak demand occurring from 5 a.m. to 9 p.m. Evacuation Operations conducted during those hours are more likely to begin quickly<sup>4</sup>. Evacuation Operations during off hours will be delayed as the VTOD

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<sup>3</sup> Regular peak deployment during the school year is 60 large buses.

<sup>4</sup> Regular peak vehicle deployment during this time consists of 15-17 vans conducting a total of 500 to 600 trips daily. Half of the trips use para-lift services for individuals with wheelchairs.

assembles vehicles and drivers. Typically, VTOD can mobilize 10 Wheelchair vans within an hour's notice. Resources include:

- Fleet – 50 Wheelchair vans/buses and 250 Ambulatory vehicles
- Wheelchair vehicles (Average 2 chair tie downs per vehicle, 100 seats total)
- Ambulatory vehicles (Average 4 seats per vehicle, 1000 seats total)
- Paratransit drivers – 60 and total company drivers – 300

#### 5. Evacuation Assembly Sites (EAS)

Evacuation Assembly Sites are locations where the public can assemble to be transported out of the affected area to a shelter. Each EAS should be located on or near an existing KCATA bus route. They are intended to provide temporary and minimal protection from the elements while additional transportation resources are activated to take them to a shelter.

At the EAS consideration must be given for functional and access needs individuals including but not limited to: signage, personnel for assistance, open area for those with mobility issues, medical personnel, etc.

The EMD/UMT may utilize Evacuation Assembly Points as necessary.

#### 6. Traffic Movement and Control

- a. The KCPD is responsible for the safe and efficient movement of vehicular traffic during an evacuation. The KCPD Traffic Division will establish traffic control points, an incident perimeter, and ingress/egress control points as appropriate.
- b. The KCPD may activate mutual aid agreements with the Missouri Highway Patrol or other local police agencies as necessary to maintain effective traffic movement and control.
- c. The K.C. Scout may be used during an evacuation to guide the movement of traffic, and to select alternate routes if a primary evacuation route is blocked. They have information and procedures for incident response; contact lists and resource lists for MoDOT and KDOT; and approved detour routes for the Kansas City metro area interstates.
- d. The K.C. Scout Camera and Message Board System may be used to:
  - Direct traffic to primary and alternate evacuation routes.
  - Inform drivers of accidents.
  - Route non-evacuation traffic away from areas of congestion.
- e. Inoperable vehicles blocking the evacuation route will be towed or pushed from the lane of traffic. MoDOT Motorist Assist will have primary responsibility for rendering assistance to stranded motorists on the highways and interstate. If additional resources are needed, KCFD and other City vehicles may be dispatched to pick up and transport stranded motorists to a place of safety.
- f. City infrastructure departments will assist KCPD by placing road barricades to control traffic movement.

## 7. Security and Re-entry

- a. The KCPD will maintain security within an evacuated area and along the evacuation perimeter as appropriate based on safety and other circumstances. If necessary to preserve public safety and order, the KCPD may recommend that the Mayor establish a curfew in the evacuated area in accordance with local law.
- b. The KCPD will establish ingress and egress controls to restrict unauthorized people and vehicular traffic from entering the evacuated area.
- c. Prior to public re-entry, the City will conclude any rescue operations, and may conduct a preliminary damage assessment to establish the need for state and federal disaster assistance.
- d. The EMD/UMT, in conjunction with the KCPD, will establish and announce return procedures for the public. Residents will be admitted to the evacuation area as quickly as feasible. Others will be admitted when practical.
- e. The EMD/UMT will appropriate the resources necessary to transport functional and access needs persons for re-entry.

## 8. Reunification

The American Red Cross maintains an internet site called “Safe and Well” (<https://safeandwell.communityos.org>) for locating persons in a Red Cross shelter. Any persons transported to hospitals by EMS are tracked via a patient tracking system until released from the hospital.

## 9. Incident Termination

The duration of the evacuation will be determined by the field Incident Commander or the EMD/UMT based on the elimination or abatement of the hazard; the restoration of basic services (e.g. electricity, water, police, fire, medical services); and safe access to the area (e.g. safe roads and bridges).

The EMD/UMT, in conjunction with the KCPD, will establish and announce return procedures for the public. In order to allow for the orderly movement of traffic the actual re-entry date/time may be phased.

## D. Catastrophic Evacuation Operations [Citywide]

### 1. Decision Making and Command

The decision to conduct a catastrophic evacuation will be made by the mayor or the Mayor’s designee through a Declaration of a State of Emergency. The Emergency Management Director/Unified Command Team (EMD/UMT) will oversee the catastrophic evacuation operations.

- a. The EMD will activate the EOC at Level III as soon as practical.
- b. The EMD will activate the UMT as soon as practical. Once the UMT is functioning, the City Manager or EMD will serve as the chair of the UMT, and the UMT will oversee the catastrophic evacuation operations.
- c. The incident will be organized and managed in accordance with the National Incident Management System. Accordingly, the EMD/UMT may



appoint a designee to assume responsibility for the direct coordination of evacuation transportation operations.

- k. The EMD/UMT will determine if additional transportations is needed and make contact with the KCATA to request those additional resources.
  - l. The EMD/UMT will determine if VTOD Paratransit resources are needed to assist in evacuating those functional and access needs persons without their own transportation means and contact the VTOD.
  - m. The EMD/UMT will determine if the need exists to activate school busses and other means of transportation and make arrangements to obtain those resources.
  - d. The EMD/UMT will remain apprised of mutual aid requests made by City departments.
  - e. The EMD/UMT will coordinate with outside jurisdictions to establish temporary reception centers for evacuees outside of the danger area.
  - f. The EMD/UMT will recommend to the City Manager whether a State of Emergency should be declared by the Mayor or the Mayor's designee. Refer to Annex A – Direction and Control for declaration procedures.
  - g. The Missouri State Emergency Management Agency (SEMA) and other local emergency management agencies will be notified of the catastrophic evacuation (and declaration) as soon as practical. SEMA will be asked for such resources as are necessary to conduct the evacuation and shelter operations.
2. Scope (Size and Duration)

The scope of a catastrophic evacuation includes, by definition, the entire City. The duration will be determined by the mayor or the mayor's designee in the Declaration of a State of Emergency.

3. Public Warning and Information

The most expedient means to warn the public should be used taking into consideration the whole community and insuring that multiple methods are used. This will also insure that those with functional and access needs may have access to the warning (see **Annex C - Public Information and Warning**). The lead agency in the incident should work with City Communication to ensure all public information methods possible are being used and that a consistent message is released.

At the direction of the UMT, the City Communications Director, EMD or other authorized City official will announce the evacuation order and will disseminate instructions, including at a minimum:

- The geographic area(s) to be evacuated.
- When people must leave. Specifically, the level of urgency and whether they have time to take action to protect their property before leaving.
- Routes to be used for the evacuation, and the general direction of travel recommended (if known – typically for a threat due to a point source).

- Where to obtain transportation (for people without their own transportation).
- Where to go for shelter (if applicable).
- Specific protective measures:
  - Turn off all appliances.
  - Close and lock all exterior doors and windows before leaving.
  - Bring your personal identification and your disaster supply kit (if available), radio, telephone, etc.
  - Leave as quickly as possible to a point of safety (to be specifically identified).
  - Carefully monitor emergency broadcasts for additional instructions.
  - Other information as appropriate.

#### 4. Public Transportation

In the event of a catastrophic evacuation, all available resources should be used to move people who lack their own transportation. See above section, C. Major Evacuation Operations, for information on activating and contacting private partners.

#### 5. Evacuation Assembly Sites (EAS)

The EMD/UMT may utilize Evacuation Assembly Points as necessary. Refer to C. Major Evacuation Operations for more information.

#### 6. Traffic Movement and Control

- a. The Kansas City Police Department is responsible to for the safe and efficient movement of vehicular traffic during an evacuation. To accomplish this KCPD will establish traffic control points, an incident perimeter, and ingress/egress control points as appropriate.
- b. The KCPD will activate mutual aid agreements with the Missouri Highway Patrol or other local police agencies as necessary to maintain effective traffic movement and control.
- c. The K.C. Scout may be used during an evacuation to guide the movement of traffic, and to select alternate routes if a primary evacuation route is blocked. The Manual includes procedures for incident response; contact lists and resource lists for MoDOT and KDOT; and approved detour routes for the Kansas City metro area interstates.
- d. The K.C. Scout Camera and Message Board System will be used to:
  - Direct traffic to primary and alternate evacuation routes.
  - Inform drivers of accidents.
  - Route non-evacuation traffic away from areas of congestion.
- e. Inoperable vehicles blocking the evacuation route will be towed or pushed from the lane of traffic. MoDOT Motorist Assist will have primary responsibility for rendering assistance to stranded motorists on the highways and interstates. If additional resources are needed, KCFD and other City vehicles may be dispatched to pick up and transport stranded motorists to a place of safety.

- f. City infrastructure departments will assist KCPD by placing road barricades to control traffic movement.

7. Security and Re-entry

- a. The KCPD will maintain security within an evacuated area and along the evacuation perimeter as appropriate based on safety and other circumstances. If necessary to preserve public safety and order, the KCPD may recommend that the Mayor establish a curfew in the evacuated area in accordance with local law.
- b. The KCPD will establish ingress and egress controls to restrict unauthorized people and vehicular traffic from entering the evacuated area.
- c. Prior to public re-entry, the City will conclude any rescue operations, and may conduct a preliminary damage assessment to establish the need for state and federal disaster assistance.
- d. The EMD/UMT, in conjunction with the KCPD, will establish and announce return procedures for the public. Residents will be admitted to the evacuation area as quickly as feasible. Others will be admitted when practical.
- e. The EMD/UMT will appropriate the resources necessary to transport functional and access needs persons for re-entry.

8. Reunification

The American Red Cross maintains an internet site called “Safe and Well” (<https://safeandwell.communityos.org>) for locating persons in a Red Cross shelter. Any persons transported to hospitals by EMS are tracked via a patient tracking system until released from the hospital.

9. Incident Termination

The duration of the evacuation will be determined by the EMD/UMT based on the elimination or abatement of the hazard; the restoration of basic services (e.g. electricity, water, police, fire, medical services); and safe access to the area (e.g. safe roads and bridges).

The EMD/UMT, in conjunction with the KCPD, will establish and announce return procedures for the public. In order to allow for the orderly movement of traffic the actual re-entry date/time may be phased.

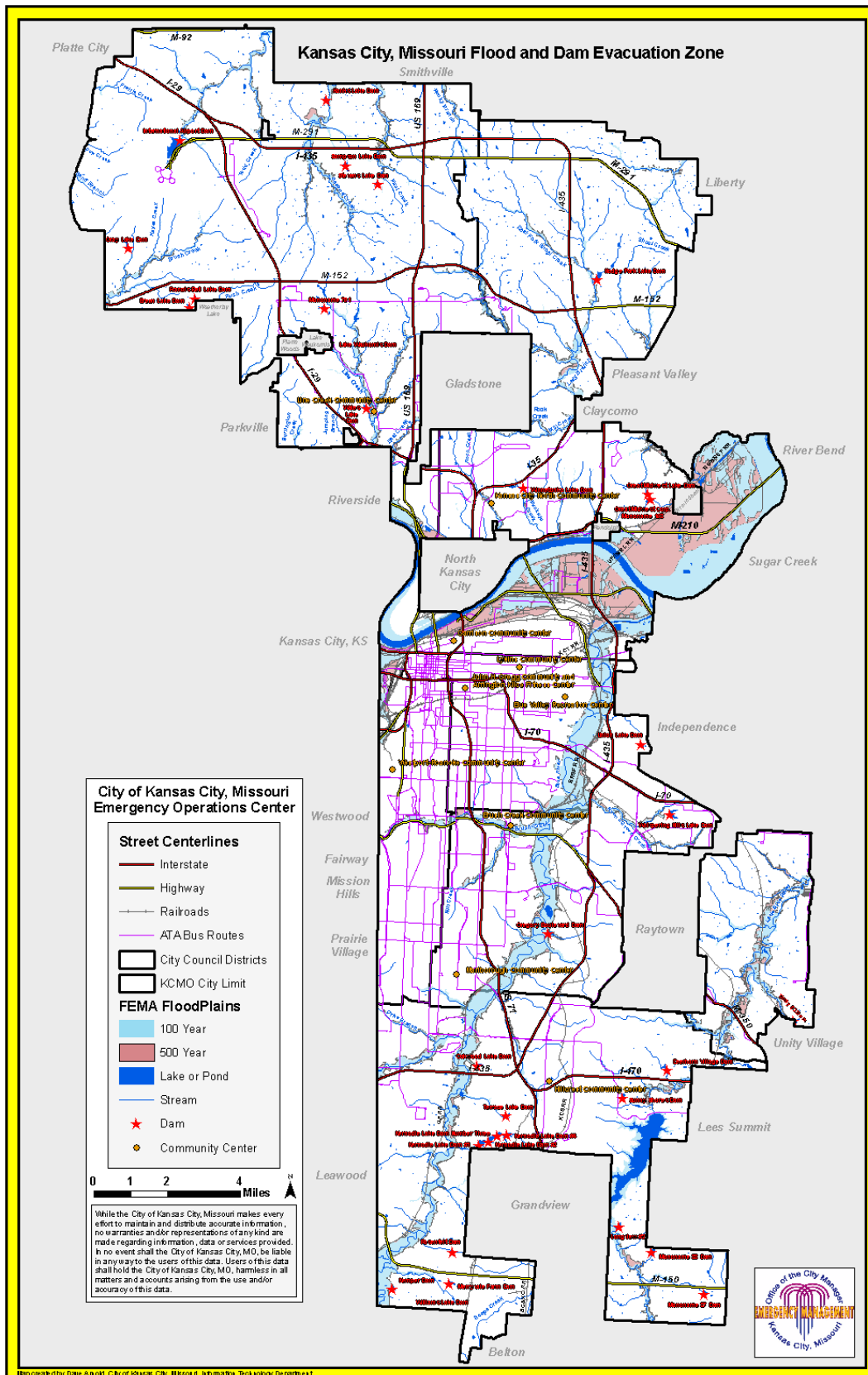
## **ATTACHMENT A**

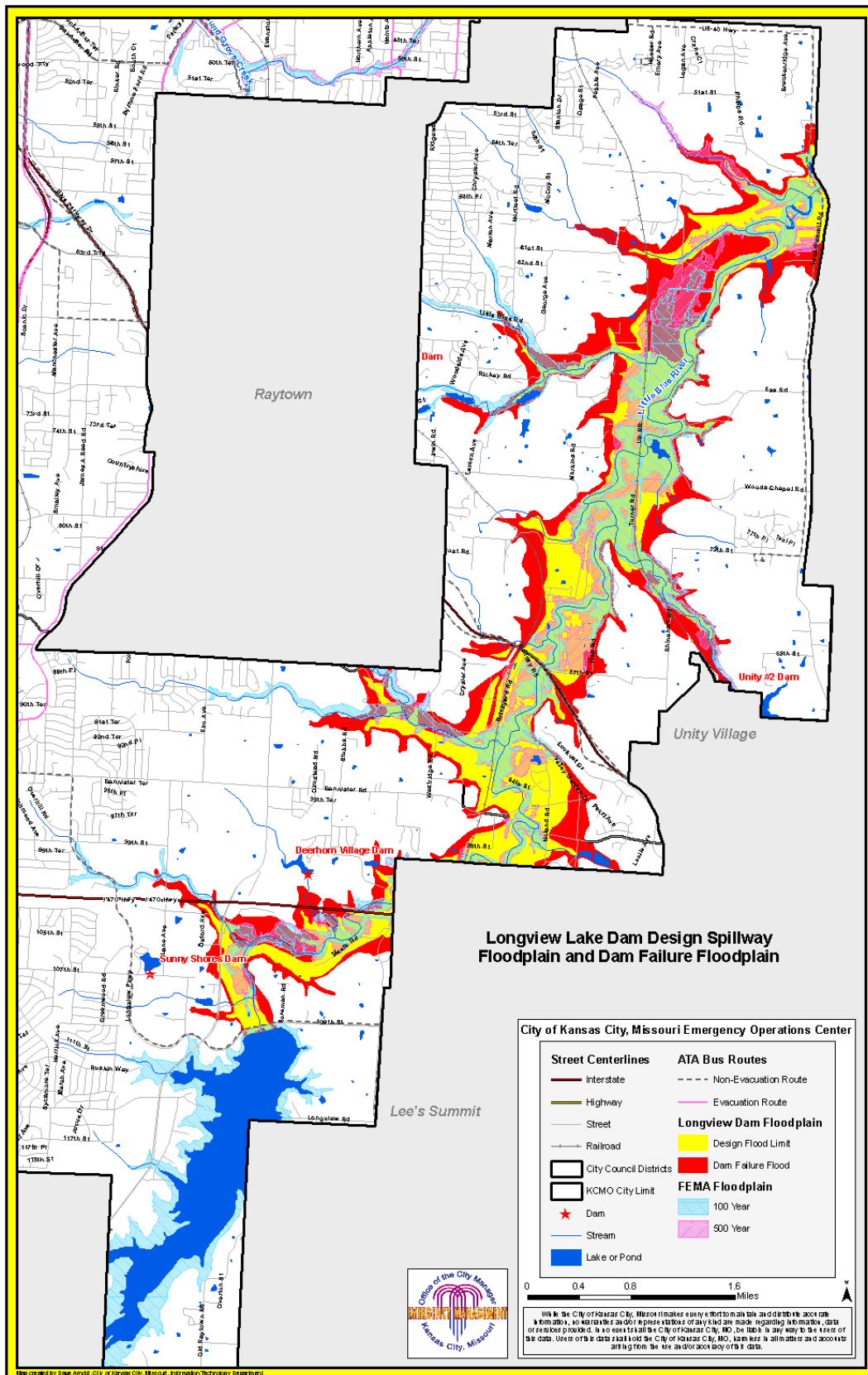
### Flood Plain Maps

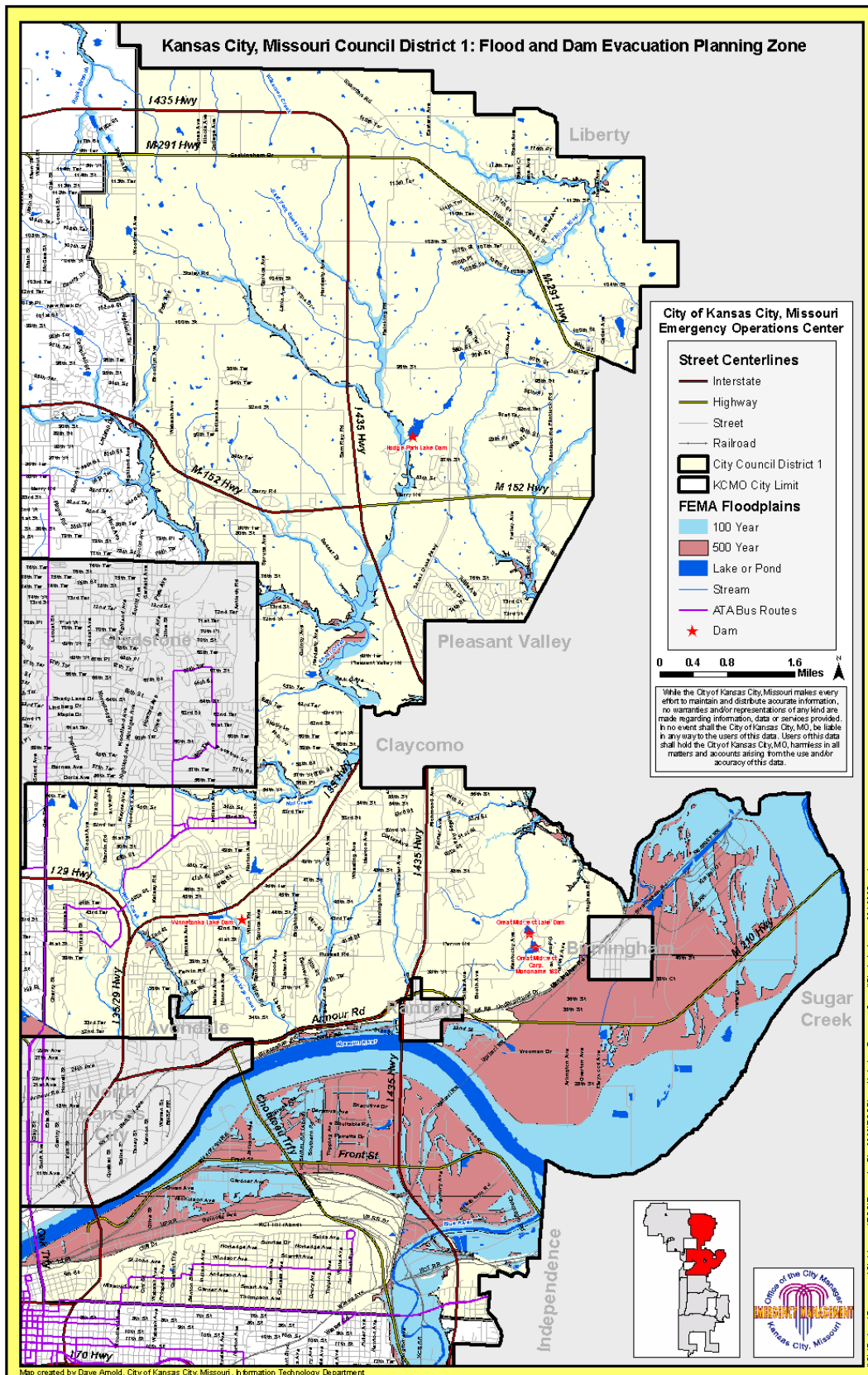
The following Citywide maps are included:

1. Kansas City Flood and Dam Evacuation Zone
2. Longview Lake Dam Design Spillway Floodplain and Dam Failure Floodplain
3. Council District 1: Flood and Dam Evacuation Planning Zone
4. Council District 2: Flood and Dam Evacuation Planning Zone
5. Council District 3: Flood and Dam Evacuation Planning Zone
6. Council District 4: Flood and Dam Evacuation Planning Zone
7. Council District 5: Flood and Dam Evacuation Planning Zone
8. Council District 5: Longview Lake Dam Design Spillway Floodplain and Dam Failure Floodplain
9. Council District 6: Flood and Dam Evacuation Planning Zone
10. Council District 6: Longview Lake Dam Design Spillway Floodplain and Dam Failure Floodplain

[MAPS FOLLOW IN CONSECUTIVE ORDER]



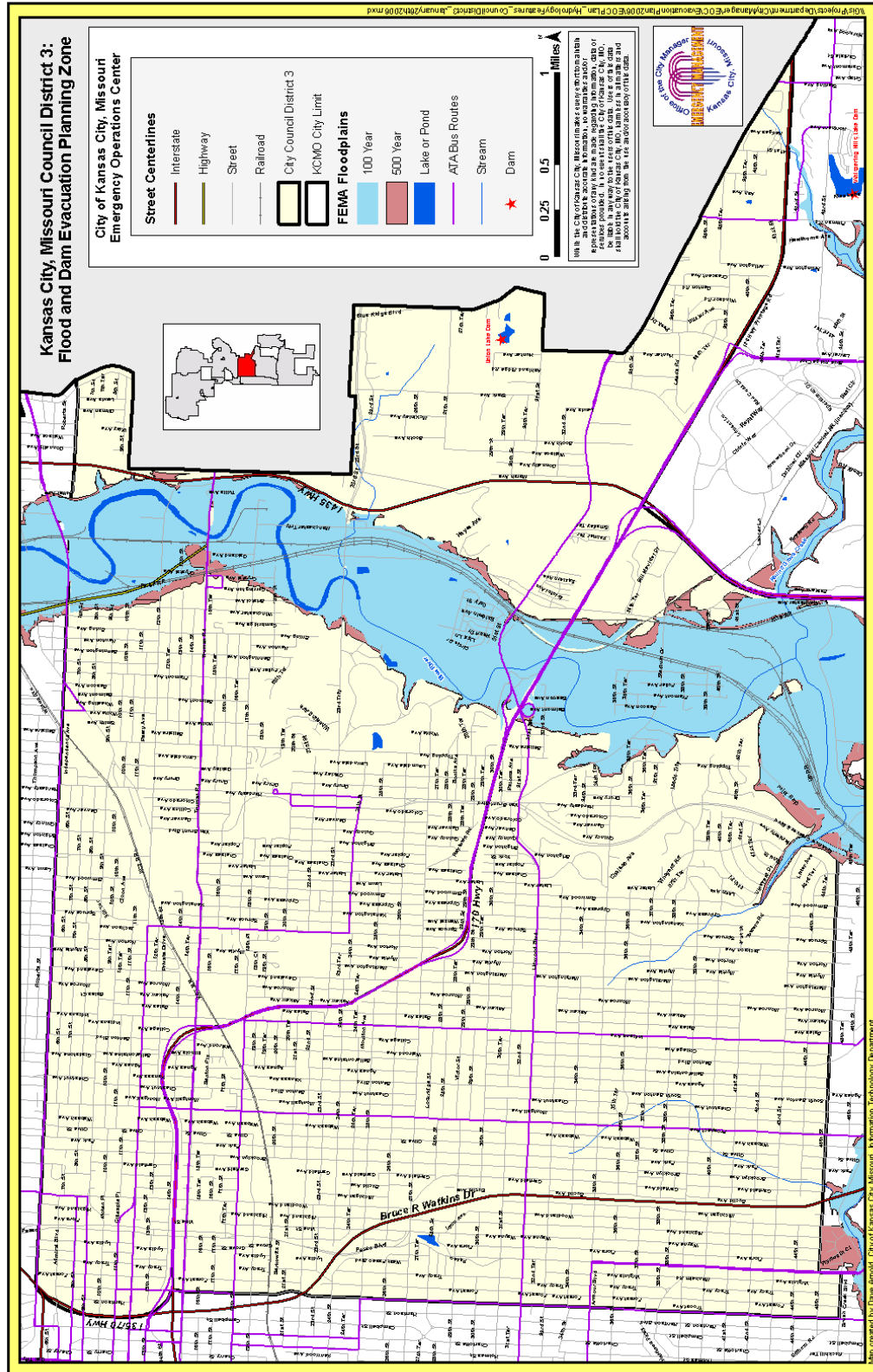

























*Kansas City, KS*

City of Kansas City, Missouri  
Emergency Operations Center

### Street Centerlines

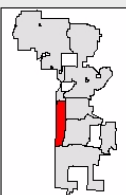
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 Street  
 Railroad  
 City Council District  
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**FEMA Floodplains**  
 100 Year  
 500 Year  
 Lake or Pond  
 Stream  
 ATA Bus Routes

0 0.25 0.5 1 Miles

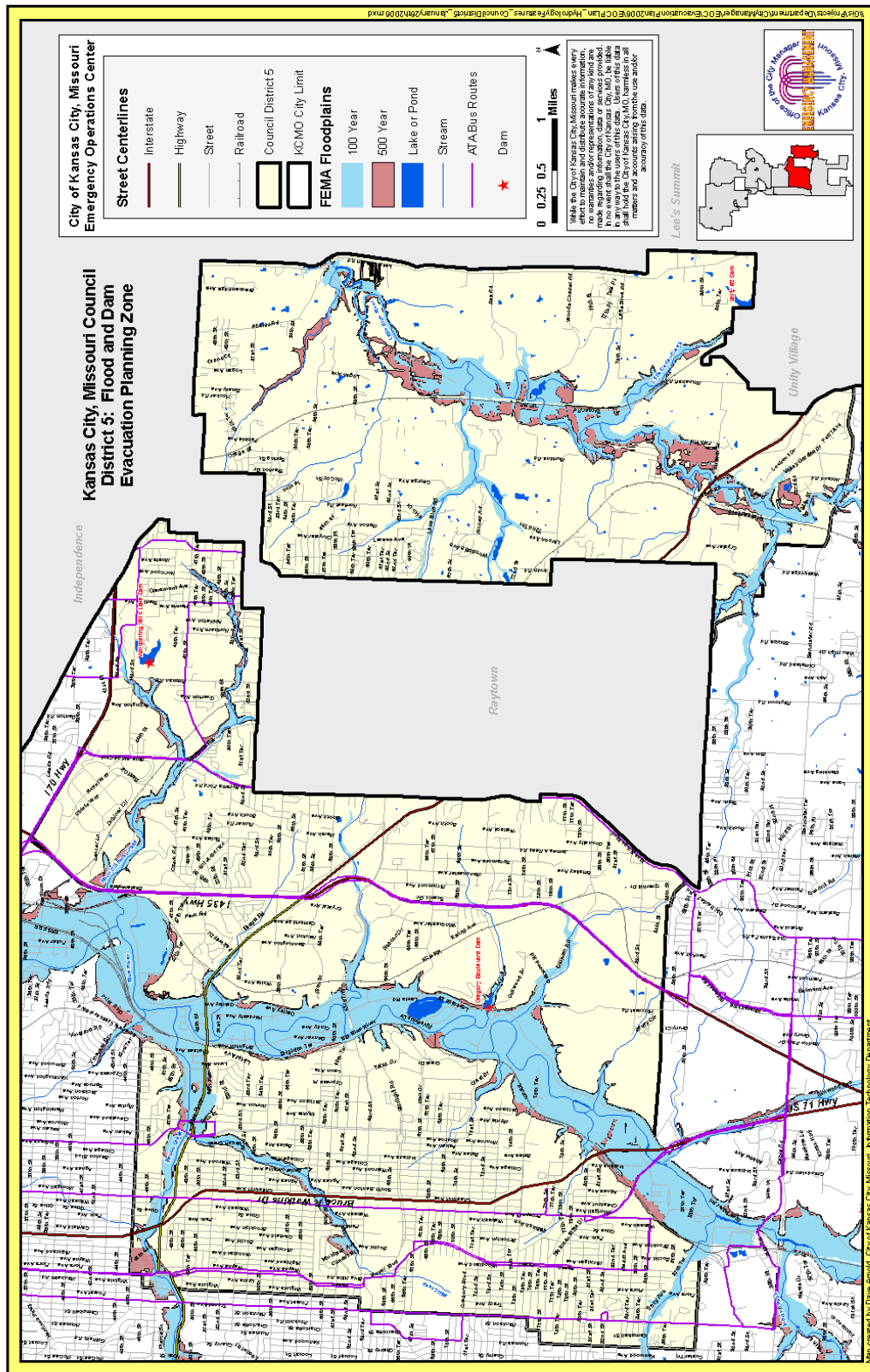
While the City of Kansas City, Missouri makes every effort to maintain and distribute accurate information, no warranties and/or representations of any kind are made regarding information, data or services provided. In no event shall the City of Kansas City, MO, be liable in any way to the users of this data. Users of this data shall hold the City of Kansas City, MO, harmless in all matters and accounts arising from the use and/or accuracy of this data.

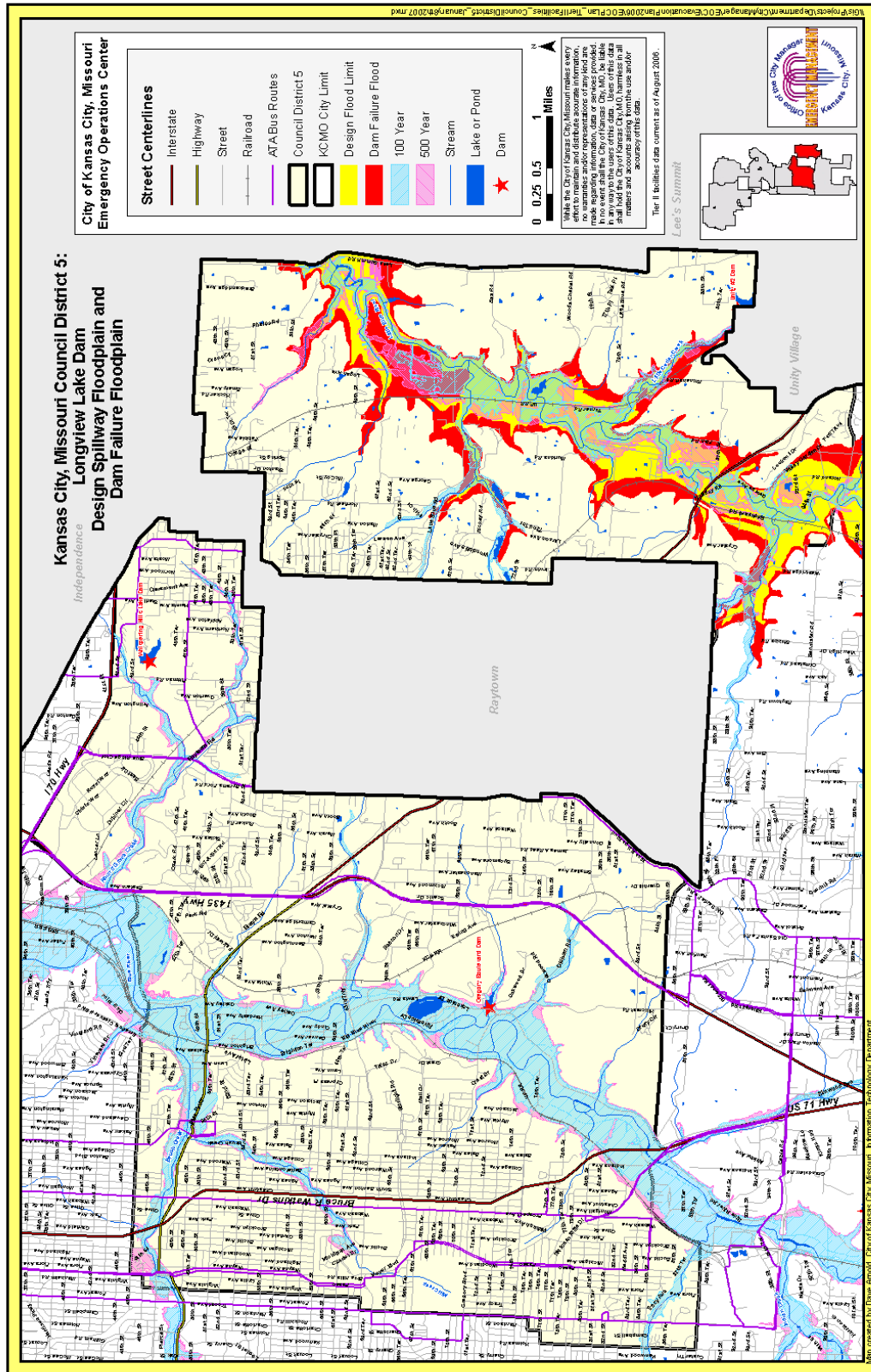
Mission Hills

*Prairie Village*

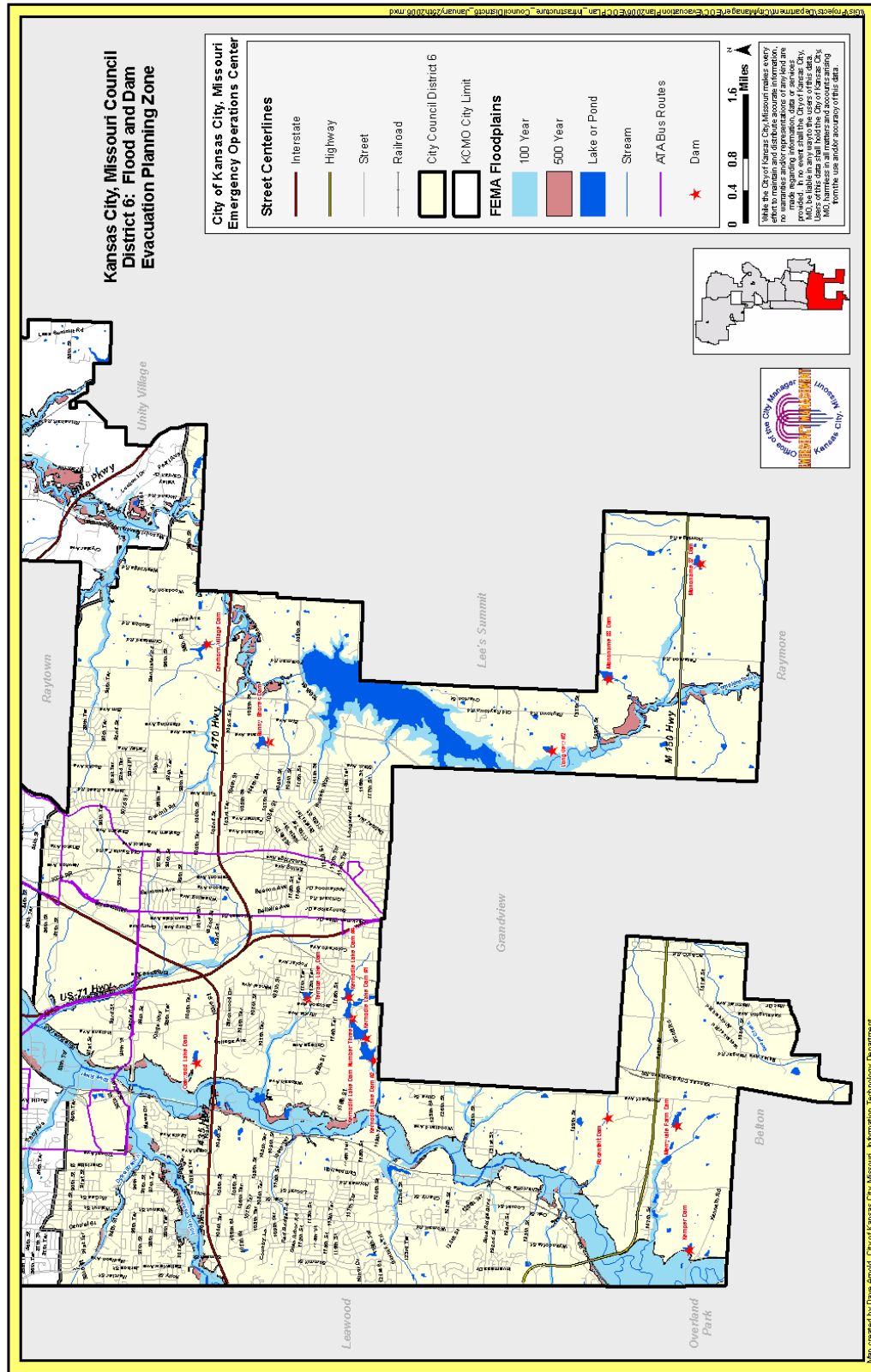


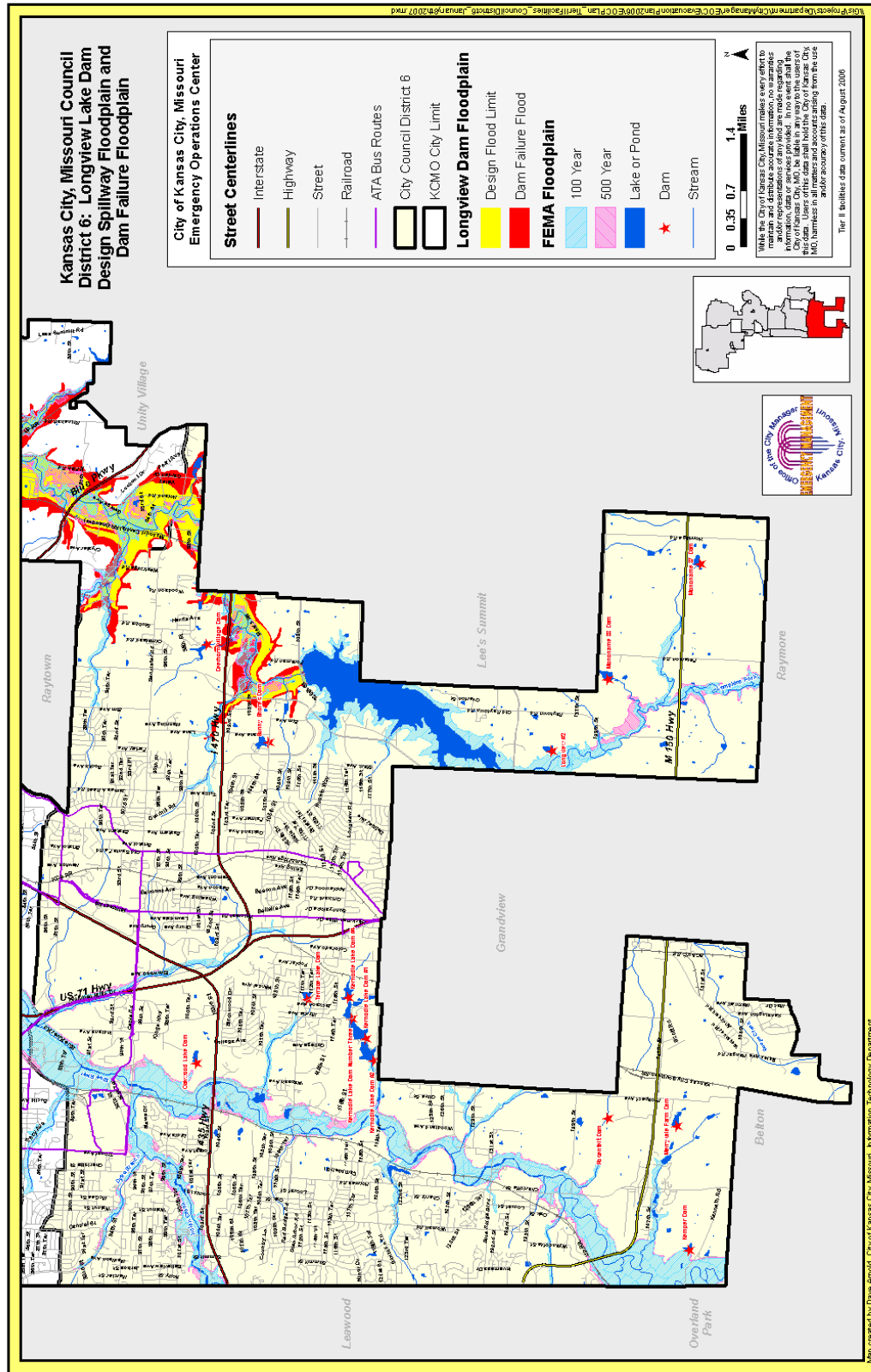
Map created by Dave Arnold, City of Kansas City, Missouri, Information Technology Department











**ATTACHMENT B**

Contact Information

**[Information REDACTED]**